



North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section  
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Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

July 20, 2006

**CACFP 06-09**

**MEMORANDUM**

To: Sponsoring Organizations of Day Care Homes Participating in the Child and Adult Care Food Program

From: Arnette Cowan, MS, RD, LDN, Head  
Special Nutrition Programs Unit

Re: Administrative Reimbursement for Non-Claiming Homes in the Child and Adult Care Food Program

The purpose of this memorandum is to clarify that sponsors of day care homes may not include non-claiming homes in the total number of homes reported for determining administrative reimbursements.

FNS Instruction 796-2 Revision 3 states that a sponsor’s administrative reimbursement is based on the number of day care homes “participating” under their sponsorship during the claim month. A day care home provider that does not claim meals for a given month is not considered to be participating in the Program and, as such, can not be included in the sponsor’s claim for administrative reimbursement.

Although sponsors may incur administrative costs on behalf of a day care home that exceed the corresponding reimbursement for the home in a given month, there may be months in which a sponsor incurs minimal cost on behalf of a particular provider, while receiving full administrative reimbursement. The CACFP rate structure was developed with the full understanding that this fluctuation would occur.

Effective July 2006, sponsors of day care homes may no longer submit claims for reimbursement for any provider that did not serve a reimbursable meal/meals during the claim month.

Please contact your regional consultants if you have any questions concerning this guidance.

cc: SNP Staff  
MaryAnne Burghardt  
Anteasha Farrell  
Auditors  
Lem Harris

